

Request for Proposal

North Central Planning Council
417 5th St NE
PO Box 651
Devils Lake, ND 58301



Introduction

North Central Planning Council is a nonprofit organized as a 501 (c)(4) and a governmental entity organized under North Dakota Century Code (NDCC) Chapter 54-40.1 serving ND Region III counties of **Benson, Cavalier, Eddy, Ramsey, Rolette, and Towner.**

NCPC in collaboration with the economic development offices in ND Region III, including Cavalier County JDA, Forward DL, New Rockford Area Betterment Corporation, Rolla JDA, Towner County JDA, and Benson County JDA, have received grant funding for the Mobile Career Exploration Classroom (MCEC). This is a two-year pilot project to expose Jr. and Sr. High students to career opportunities available in ND Region III. This project is funded with ND Department of Commerce Regional Workforce Impact Program grant dollars, local match, and sponsorships.

Mobile Career Exploration Classroom Project

This project created a mobile career exploration unit that will provide a job coach the ability to utilize virtual reality videos allowing students to experience careers in a unique way. The job coach will work with the regions schools and student counselors to expose junior and senior high students to a variety of career options with two focuses:

1. Careers and jobs currently available in Region III
2. Students who may be looking to enter the workforce after high school or looking to technical education type careers.

The intent is to encourage those students to pursue opportunities in the Region that will provide them a career with higher wages and benefits while addressing the number of unemployed below the poverty level.

Approach

The economic development people in Region III have long realized that there has been chronic outmigration of the population since 1980. According to the 2020 U.S. Census numbers the six-county region lost another 3,698 people with all county's incurring a loss. Many graduating seniors go on to college and do not return to the area, seeking career opportunities elsewhere. This project will provide the opportunity to expose students to area careers and resources and for those that are looking to enter the workforce after high school provide current opportunities and training/apprenticeship possibilities.

The mobile unit will be able to travel throughout the region going to the schools and to special events where students gather. The use of virtual reality equipment is a unique method of engaging students

opposed to the traditional career fair methods. Students will be able to access a wide variety of virtual reality videos of both careers available in the region and other opportunities.

The project will work with current businesses to identify the employment needs in the region. The video content can show the type of work to be done and business owners and or employees can talk about the opportunities available, and employees can give first-hand testimony of their career.

The job coach will work more one-on-one with students opposed to a large-scale presentation. Students can share their interests, participate in viewing virtual reality/simulation videos and work with the job coach to align the student with State and Local programs that best fit their needs. The job coach can also match students with employers who may be interested in them for education sponsorship and future employment.

SCOPE OF WORK

1. Overview

This Scope of Work (SOW) outlines the responsibilities and deliverables of the Job Coach (hereafter referred to as the Contractor) for Region 3 RWIP Team. The Contractor will play a pivotal role in connecting high school students to workforce opportunities, skilled trades, certifications, and apprenticeships, with the aim of reducing outmigration from the Region and decreasing unemployment rates for those below the poverty level.

2. Position Details

- **Title:** Job Coach
- **Department/Team:** Workforce Development/Student Engagement
- **Report To:** Region 3 RWIP Team
- **Contract Duration:** [Approximately 04/01/2024] to 12/31/2025
- **Background Check:** All contractors working with students will be subject to a background check.
- **Driving:** This contract position will be responsible for driving the Ford Transit Van, known as the Mobile Career Exploration Lab to local businesses, schools, and events. Contractor must have a valid driver's license and be comfortable driving this large vehicle.

3. Expenses

- a. **Contractor Expenses:** Contractor agrees that they are responsible for all costs and expenses arising from their performance of Contracted Services, including, but not limited to, costs related to any personal equipment. Typical expenses may include, but are not limited to gas, traffic fines or penalties, parking fees, and mobile device costs and fees (including applicable text messaging or data rates determined by Contractor's carrier). Except as otherwise required by law, Contractor assumes all risk of damage or loss to their Equipment.
- b. **Vehicle Expenses:** The grant will cover the following vehicle expenses for the Mobile Career Lab:
 - a. Storage (Devils Lake)

- b. Insurance
- c. License
- d. Maintenance – Vehicle & Equipment maintenance and replacement (VR headsets, laptops, etc.)
- e. Vehicle star link internet, hotspot, wifi

*contractor will be responsible for gas and cost included in the total proposal cost.

4. Objectives and Outcomes

The Contractor is responsible for meeting the following objectives and outcomes:

- a. **Create Workforce Opportunities:** Develop and implement strategies to create opportunities for students entering the workforce post-high school.
- b. **Expose Students to New Options:** Introduce students to career and educational pathways they may not be aware exist.
- c. **Program Identification:** Assist in identifying suitable programs for students interested in pursuing a skilled trade or certification.
- d. **Employment Alignment:** Match students with employers for direct employment opportunities.
- e. **Training/Education Alignment:** Connect students with employers interested in sponsoring their training, education, or apprenticeships.
- f. **Utilization of Assistance Programs:** Leverage programs such as ND Career Builders, the ND Office of Apprenticeships, and local initiatives to facilitate tuition assistance/reimbursement.
- g. **Regional Development:** Work towards reducing outmigration from the Region and decreasing the unemployment rate among those below the poverty level.

5. Key Responsibilities

- **Business Engagement:** Meet with a minimum of 50 businesses throughout the project duration, distributed across counties based on their financial contribution to the project. See chart on the following page.

County	Amount	Percentage	50 Businesses
Ramsey	\$70,000.00	64.09%	32
Eddy	\$7,090.00	6.49%	3
Benson	\$10,594.00	9.70%	5
Cavalier	\$15,000.00	13.73%	7
Towner	\$6,530.00	5.98%	3
TOTAL	\$109,214.00		50

Engaging with schools, businesses, and events in Rolette County will be at the discretion of the job coach.

- **School Engagement:** Conduct visits to schools in each county at least once per quarter, utilizing the mobile career unit to engage with students and faculty.

- **Event Participation:** Attend career fairs, special events, and student gatherings with the mobile career unit to promote the project, showcase videos, and interact directly with students. Events may be inside or outside of the region.
- **Sponsorship Coordination:** Actively seek business sponsorships to support the project, aiming to align sponsorship contributions with the counties' financial contributions to the project.
- **County Engagement:** Work with economic developer or other appointed individuals in each county to identify events, school contacts, and local businesses.

6. Deliverables

- A detailed plan for engaging with businesses and securing meetings, including timelines and targeted outcomes.
- A quarterly schedule for school visits and event participation, including specific goals for each visit.
- Monthly reports detailing progress, challenges, and successes in meeting the objectives outlined in sections 3 and 4.
- A final report summarizing the project's impact on student workforce opportunities, including data on employment, training placements, and program enrollments facilitated through this initiative.

7. Performance Metrics

- Number of businesses engaged and sponsorships secured, broken down by county.
- Number of students reached through school visits, events, and the mobile career unit.
- Number and type of employment, training, and educational opportunities facilitated for students.
- Feedback from students, schools, and business partners on the effectiveness of the engagement and outreach efforts.

8. Terms and Conditions

- The Contractor is expected to adhere to all project timelines, deliverables, and reporting requirements.
- The Contractor must maintain open and effective communication with RWIP Region 3 Team and all stakeholders involved.
- Compliance with all local, state, and federal regulations is mandatory.

Elements of Proposal

A submission must, at a minimum, include the following elements:

- Name of Contractor, Address, City, State, Zip
- Phone and Email address
- Ein or Social Security Number
- Description of the firm.
- Names and credentials of owners and team members that will work on the project and professional résumé.
- Three references from businesses of which contractor has previously worked.
- Budget - Total project cost.

Budget and Payment Schedule

It is anticipated the project will run approximately 20 months ending December 31, 2025 and that proposals will not exceed \$105,000. The contract is a flat rate contract. The contractor will submit monthly invoices by the 15th of the proceeding month and will be paid within 10 days if Deliverables are met.

Timeline: The work of the project is to be completed by December 31, 2025.

Evaluation Criteria

The successful respondent will be evaluated on the following:

- The education, experience, and qualifications of the individual who will be available to provide these services.
- Top candidates will be interviewed.

Anticipated Selection Schedule

The Request for Proposal (RFP) timeline is as follows:

- **RFP Release Date:** March 4, 2024
- **Deadline to submit proposal:** **March 28, 2024**
- Interviews: April 2, to April 5, 2024
- **Contract Award/Notification to Unsuccessful Bidders:** **April 8, 2024**

Time and Place of Submission of Proposals

The RFP will be posted on March 4, 2024 to the NCPC website, <http://www.northcentralplanningcouncil.com/> and can be downloaded from there or, RFP can be requested for Region III Economic Development offices.

Responses must be received at North central Planning Council via email sandyncpc@gondtc.com no later than **Tuesday, March 28, 2024 at 4:00 pm CST** . Responses should be clearly marked "Mobile Career Classroom" in the subject line.

NCPC reserves the right:

- To reject any and all proposals submitted.
- To request additional information from all proposers.

Thank you for your interest and consideration of this RFP. For more information or to submit questions contact Sandra Shively, Executive Director at sandyncpc@gondtc.com or Ph: 701-662-8131.